



Instruction Booklet

March 2015

Schedules A, C, and F

This booklet contains information needed to electronically file the following schedules with the Gambling Control Board:

- Schedule A, Lawful Gambling Receipts and Expenses by Site
- Schedule C, Lawful Purpose Expenditures
- Schedule F, Lawful Gambling Fund Reconciliation

Questions? Contact a Compliance Specialist.

Roseville Office	651-539-1900
St. Peter Office	507-931-5112
Fergus Falls Office	218-739-7402
	218-739-7404
Hibbing Office	218-262-7301

Website: www.mn.gov/gcb

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Introduction

Each month, all licensed gambling organizations must complete an electronic file prescribed by the Board that includes:

- Schedule A – Lawful Gambling Receipts and Expenses by Site for each permitted premises,
- Schedule C - Lawful Purpose Expenditures, and
- Schedule F - Lawful Gambling Fund Reconciliation.

The electronic file must be emailed to the Board by the 20th of the following month.

Order of Completion

1. **Schedule B2, Lawful Gambling Report of Barcoded Games** (Revenue form)
 - The Schedule B2 must be completed before entering the "Receipts and Prizes" section of the Schedule A.
 - Schedule B2 and instructions for their completion are available in the Minnesota Department of Revenue's Minnesota Lawful Gambling Tax booklet or website (www.revenue.state.mn.us/businesses/lawful_gambling).
2. **Schedule A, Lawful Gambling Receipts and Expenses by Site** (GCB electronic form)
 - Complete a Schedule A for each permitted premises.
3. **Schedule C, Lawful Purpose Expenditures** (GCB electronic form)
4. **G1, Monthly Lawful Gambling Tax Return** (Revenue form)
 - The G1 is available in the Minnesota Department of Revenue's Minnesota Lawful Gambling Tax booklet.
 - Depending on the organization's gambling activities, other supporting schedules and worksheets may be required to complete this form.
 - Refer to the Department of Revenue's instructions.
5. **Schedule F, Lawful Gambling Fund Reconciliation** (GCB electronic form)

Internet and Software Requirements

Internet access - Before you begin, you must have internet access on your computer to download the "Schedules A, C, and F" file onto your computer each month and to email the completed electronic file back to the Gambling Control Board.

It's important that you download the "Schedules A, C, and F" file each month to ensure that you are using the most current version.

Internet browser – If you use Internet Explorer, use version 9 or later if possible. The file may not download properly on earlier versions of Internet Explorer.

Software – GCBreports uses the Microsoft Excel program and works on versions dated 2010 or later. If you do not have Microsoft Excel, free spreadsheet software is available online from OpenOffice at www.openoffice.org or from other free online software websites.

If you don't have Microsoft Excel and use other spreadsheet software, you may be asked to choose which program you want to open the file with. Select the most advanced spreadsheet program you have available. If you have trouble opening the file, it may be necessary to upgrade your spreadsheet program.

Opening and Downloading the "Schedules A, C, and F" file

The instructions in this booklet are based on the use of Microsoft Excel 2010. If you are using another spreadsheet program, some computer commands may slightly differ.

1. Go to the Gambling Control Board's website at www.mn.gov/qcb. Click on the "GCB Monthly Reports" link located in the "Quick Links" section.

Two versions of the "Schedules A, C, and F" file are available from the Gambling Control Board's website.

- If your organization has five or fewer active sites use "Schedules A, C, and F (version date)".
- If your organization has more than five sites use "Schedules A, C, and F Ten Sites (version date)".

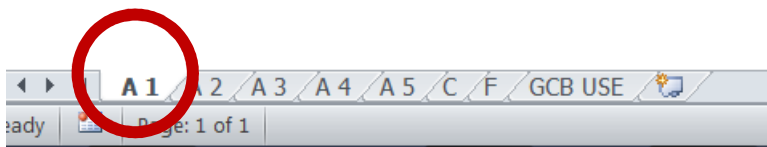
Refer to the version date to ensure that you are using the most recent version of the "Schedules A, C, and F" file.

2. A pop-up window should appear on your screen. The message will ask whether you want to open or save the file. Select "Open".
3. On the menu tab at the top of your screen select "File" and then select "Save As".
4. In the "File name" line rename the file.
 - Name the file in the following format: "LLLLL-MM-YYYY" where L is the five-digit organization license number, M is the number of the month (i.e. 11 for November), and Y is the four-digit year.
 - Example: An organization with license number of 79898 would save the report for February 2015 as 79898-02-2015.
 - After the file is emailed to the Gambling Control Board, you can rename the file that you save on your computer. For example, some people prefer to save the files with the year first and then the month. In this way, the files are listed in chronological order on their computers.
5. On the left side of the window, select the location on your computer where you want the file saved, such as Desktop, or in My Documents where you can create a folder for GCB Reports.
6. Click on "Save".

To start entering data into the electronic file, open the file that you just created for the month being reported.

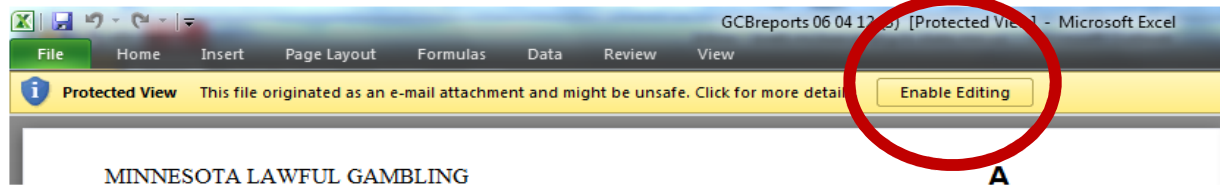
Schedule A, Lawful Gambling Receipts and Expenses by Site

At the bottom of your screen, you'll see tabs for each Schedule to be completed. Click on the "A1" tab. **ALWAYS** begin by completing the "A1" form first.



Schedule A, Lawful Gambling Receipts and Expenses by Site - continued

“Enable Editing” – You may see a statement at the top of your screen stating that the file has been downloaded in “Protected View”. If so, click on the “Enable Editing” button.



Your screen should now look something like this:

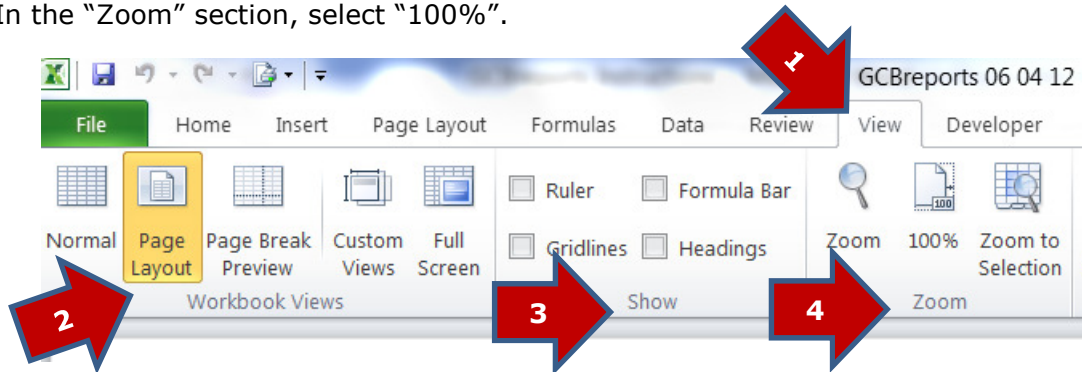
The screenshot shows the 'Schedule A - Lawful Gambling Receipts and Expenses by Site' form in Microsoft Excel. The form is titled 'MINNESOTA LAWFUL GAMBLING' and 'Schedule A - Lawful Gambling Receipts and Expenses by Site'. It includes fields for 'Organization name', 'License number', 'Site name', 'Site permit #', 'Month reported', and 'Year reported'. The form is divided into sections: 'Receipts and Prizes' (lines 1-10), 'Allowable Expenses (there are no lines 11 - 21)' (lines 22a-22m), and 'Cash Banks' (line 23a). The 'Receipts and Prizes' section includes a table with columns for 'GROSS RECEIPTS', 'PRIZES', and 'NET RECEIPTS'. The 'Allowable Expenses' section includes a table with columns for 'GROSS RECEIPTS', 'PRIZES', and 'NET RECEIPTS'. The 'Cash Banks' section includes a table with columns for 'GROSS RECEIPTS', 'PRIZES', and 'NET RECEIPTS'. The form is displayed in a grid layout with green headers and white data cells. The status bar at the bottom shows 'Ready', 'Page: 1 of 1', and 'A 1 A 2 A 3 A 4 A 5 A 6 A 7 A 8 A 9 A 10 C F GCB USE'.

no	Is this an amended return?	A	B	C
		GROSS RECEIPTS	PRIZES	NET RECEIPTS
1	Non-linked bingo			\$0.00
2	Raffles			\$0.00
3	Paddletickets			\$0.00
4	Add lines 1 through 3	\$0.00	\$0.00	\$0.00
5	Interest and other income			\$0.00
6	Linked bingo			\$0.00
7	Tipboards			\$0.00
8	Paper pull-tabs			\$0.00
9	Electronic pull-tabs			\$0.00
10	Add lines 4 through 9	\$0.00	\$0.00	\$0.00
Allowable Expenses (there are no lines 11 - 21)				
22a	Cost of gambling products paid during the month			
22b	Compensation and payroll taxes			
22c	Penalty and interest paid on taxes			
22d	Advertising expenses			
22e	Accounting services			
22f	Costs for a new or renewed gambling manager's bond			
22g	Local government investigation fees			
22h	Rent paid to lessors for conducting lawful gambling			
22i	Electronic pull-tab provider fee			
22j	Linked bingo game provider fee			
22k	Other miscellaneous allowable expenses not listed above			
22l	Cash long or short (if cash long, enter as a negative number)			
22m	Reimbursement for excess cash shortages			
22	Total allowable expenses (add lines 22a through 22m)			\$0.00
Cash Banks				
23a	Starting cash banks per books (site records)			

Schedule A, Lawful Gambling Receipts and Expenses by Site - continued

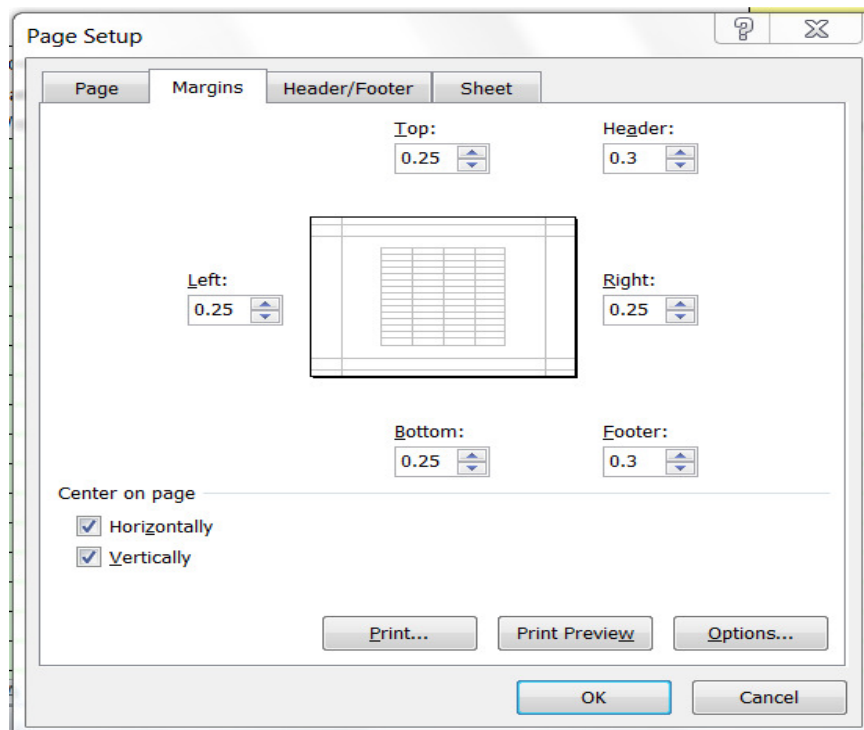
If it doesn't:

1. Click on "View" tab at top of screen.
2. In the "Workbook Views" section, select "Page Layout".
3. In the "Show" section, uncheck the boxes next to "Ruler", "Gridlines", "Formula Bar", and "Headings".
4. In the "Zoom" section, select "100%".



If the form is split into two pages:

1. Under the "Page Layout" tab, select "Margins" from the menu.
 2. Then select "Custom Margins".
 3. Set your margins as:
 - The top, bottom, left, and right margins should be set at .25.
 - The header and footer should be set at .3.
 - Reset the margins to these sizes, if necessary, and click OK.
- The page should now view correctly.



Schedule A, Lawful Gambling Receipts and Expenses by Site - continued

- Information may only be entered in the green-shaded cells.
- Information in the white cells is automatically copied or calculated based on the entries in the green cells.

Informational Lines at Top of Schedule A

Begin by completing the green-shaded cells at the top of the Schedule A.

- Your organization information as entered will automatically complete this same information on all other forms.
- Enter only numbers in the License Number, Site Permit Number, Month Reported, and Year Reported cells.
- Double-check the accuracy of the numbers entered as these entries are automatically copied to the other forms.

Off-Site Activity

If you have off-site activity, complete a separate Schedule A for that site. In the "Site name" cell enter "Off-site activity" and in the "Site permit #" cell, enter "999". Combine the total amounts with your other Schedule A's when completing the G1 Monthly Lawful Gambling Tax Return.

Inactive Site

If your organization is no longer actively conducting gambling at any sites, but you have income or expenses to report, enter "No active sites" in the "Site name" cell and "998" in the "Site permit #" cell.

Lines 1 through 10

Enter the gross receipts and prizes paid for each form of lawful gambling conducted at that particular site. Interest and other income is reported on line 5.

- For more information on what amounts to report on these lines, refer to the Department of Revenue's instructions for Form G1 Lawful Gambling Monthly Tax Return.
- Column C, Net Receipts, is calculated automatically along with the gross receipts and prizes totals in columns A and B.

Lines 11 through 21

Numbered lines on the Schedule A correlate with the line numbers on Form G1. However, the Schedule A does not include G1 lines 11 through 21.

Lines 22a through 22m

Enter the amount for each expense category related to the site's gambling activity. Some expenses, such as rent or cash shortages, are site-specific. Other expenses, such as the gambling manager's bond and wages, should be allocated among all sites, and the allocated amount reported on each Schedule A.

Reimbursements: Reimbursements for disallowed expenditures that were reported as an allowable expense in previous months are entered as a negative amount on the Schedule A in the month the reimbursement was made.

Schedule A, Lawful Gambling Receipts and Expenses by Site - continued**Line 22a – Cost of Gambling Products Paid During the Month**

From your invoices for each site, enter the actual cost of games paid through month end for:

- paper pull-tab and tipboard games,
- electronic pull-tab games,
- bingo paper and paddletickets, and
- raffle tickets, certificates of participation, and button raffles.

Include the amount of state and local sales tax and freight charges listed on the invoices.

Distributor credit memos

If you received a credit from a distributor, include the amount (cost of game plus sales tax) as a negative amount on line 22a.

To transfer unplayed (paper) games between sites

- on Schedule A of the site that has the game, enter a negative amount on line 22a for the cost of the game, and
- on Schedule A of the site to which the game is being moved, enter a positive amount on line 22a.

Line 22h – Rent Paid to Lessors for Conducting Lawful Gambling

Enter the month's rent expense. Form LG216 is recommended to help accurately determine the rent amount to be paid. For bar operations, use the rent amount before any reduction for cash shortages.

Line 22i – Electronic Pull-tab Provider Fee

Include payments to a distributor for providing electronic pull-tabs to your organization.

Line 22j – Linked Bingo Game Provider Fee

Include fees paid to a linked bingo provider. Do not include prize contribution amounts on this line.

Line 22m – Reimbursement for Excess Cash Shortages

- **Bar-op sites:** Enter any reduction in rent for cash shortages on line 22m in the month the rent check is written. Cash shortages for bar operations must be either deducted from the rent payment or reimbursed by the lessor by the 20th day of the following month.
- **Booth-op or owned sites:** Complete a Worksheet CS, Lawful Gambling Cash Shortage Reimbursement, each month for each site. (This form is available at www.mn.gov/qcb.) Cumulative total cash shortages start at zero in July each year and end in June of the following year. For each site, if the total cash shortages in June for the year exceed 0.3% of gross receipts, you must reimburse the gambling account from nongambling sources by July 20.

NOTE: Enter the reimbursement amount as a positive number on line 22m in the month the reimbursement was made. The number will automatically convert to a negative amount.

Schedule A, Lawful Gambling Receipts and Expenses by Site - continued**Line 23a – Starting Cash Banks per Books**

The starting bank is the money placed in the cash drawer before the start of a game and is used to make change and pay prizes awarded. For line 23a, add the following to the previous month's line 23a amount:

- new starting cash banks, and
- increases to existing starting cash banks.

Subtract any decreases to the existing starting cash banks not related to negative net receipt games.

Line 23b – Unreimbursed Starting Cash Banks

If you haven't yet reimbursed the starting bank for one or more games where the prizes paid out exceeded the gross receipts, enter the total unreimbursed amount as a positive number.

Line 24– Net Profit Less State Taxes Assessed on Lawful Gambling

This amount is automatically calculated and may be used as the basis for a required contribution of up to 10% to a fund administered by a local unit of government.

NOTE: The amount calculated on line 26 will not be accurate until AFTER the Schedule F, Lawful Gambling Fund Reconciliation, form has been completed.

How line 24 is automatically calculated

The net profit less state taxes amount on each Schedule A is calculated by:

1. dividing the site's net receipts (Schedule A, line 10c) by the organization's total net receipts (G1, line 10c),
2. multiplying the organization's state taxes and fees from G1, line 19 by the percentage from step 1 above,
3. adding the site's total allowable expenses (Schedule A, line 22) to the amount from step 2 above, and
4. subtracting the amount from step 3 above from the site's net receipts (Schedule A, line 10c).

Ending inventory

- To determine the ending inventory, you must conduct a physical inventory at month end.
- Enter the total value of the physical inventory for this site including the value of electronic pull-tab games, paper pull-tabs, bingo paper, raffle tickets, paddletickets, and tipboards unplayed or in play at month end.
- Do not include sales tax or freight charges.

When finished with your first Schedule A ("A1"), click on "File", then "Save".

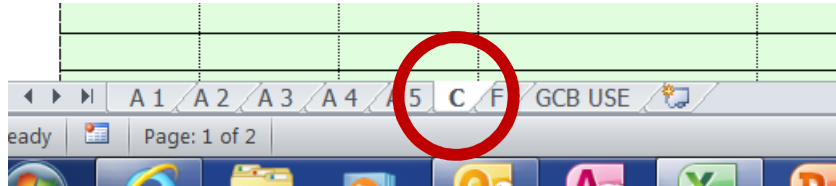
Additional Sites

If you have more than one site, click on the "A2" tab at the bottom of your screen and complete a Schedule A for that site's gambling activity. Follow the same procedures for completing the first Schedule A. Repeat this same process for up to five sites. If you have more than five sites, contact your Compliance Specialist.

Schedule C, Lawful Purpose Expenditures

Schedule C is used to report all of your organization's lawful purpose expenditures except for the taxes and fees reported on G1, lines 11 through 21.

At the bottom of your screen, you'll see tabs for each of the schedules to be completed. Click on the "**C**" tab.



Schedule C Formatting Problems

The Schedule C is designed in "landscape" format (11" width and 8.5" height). If the form does not appear on your screen correctly, click on the "Page Layout" tab at the top of your screen. Then click on "Orientation". Then click on "Landscape". The page should now display correctly.

If the form is split into two pages:

- Under the "Page Layout" tab, select "Margins" from the menu. (See Schedule A section for screen display.)
- Then select "Custom Margins".
- Reset the margins to these sizes, if necessary, and click OK.
 - top, bottom, left, and right margins should be set at .25".
 - header and footer should be set at .3".

The page should now view correctly.

Organization information

All of the organization information at the top of Schedule C will already be completed based on the information you entered on "**A1**". If this information is incorrect, you must go back to "A1" and correct the information on that form.

Expenditure information

For each expenditure, enter:

1. The membership approval date. All expenditures require membership approval prior to being made. Enter the date as mm/dd/yy.
Example: November 14, 2014, would be entered as 11/14/14.
2. The date the check was issued or the electronic payment was made.
3. The check number. For electronic transfers enter, "ET".
4. The payee as listed on the check, or for electronic transfers, as listed on the bank statement.
5. A description of the purpose of the donation.
Examples: "repair honor guard uniforms", "purchase bats for little league team", "food for homeless people", etc.
6. The date approved by the Gambling Control Board, if applicable.
Certain expenditures, such as a donation to another licensed organization, require the prior written approval of the Gambling Control Board.
7. The lawful purpose code.
 - Refer to the list of codes provided in the Lawful Gambling Manual chapter on lawful purpose expenditures or online at www.mn.gov/gcb.
 - Enter code "99" for any board-approved expenditures for which a code starting with the letter "b" was formerly used.
8. The amount of the expenditure.

Schedule C Lawful Purpose Expenditures - continued

No Expenditures

If your organization did not make any Schedule C expenditures during the month, write "No expenditures" on the first line of the Descriptions (purpose) column.

When finished with your Schedule C, click on "File", then "Save".

Records

The organization must keep all supporting documentation for the expenditures. The organization is responsible for providing proof that the expenditure qualified as a lawful purpose. If any expenditure is determined not to be a lawful purpose, the organization will be required to reimburse its gambling account with funds from a nongambling source.

Total Schedule C expenditures

This amount is located just under the month and year reported cells at the top of the form. This amount calculates automatically based on the amounts entered for each individual expenditure.

Complete all columns

All columns must be completed for each expenditure except that the GCB approval date is only entered when applicable.

More than 55 expenditures

There are lines to enter up to 55 expenditures (26 on the first page and 29 on the second page). If you made more than 55 Schedule C expenditures during the month, contact your Compliance Specialist for instructions on how to combine multiple expenditures on a single line.

Termination of license

Once the Gambling Control Board approves the license termination plan, an organization must continue to file Schedule A, C, and F reports until all gambling funds have been spent.

Reimbursements

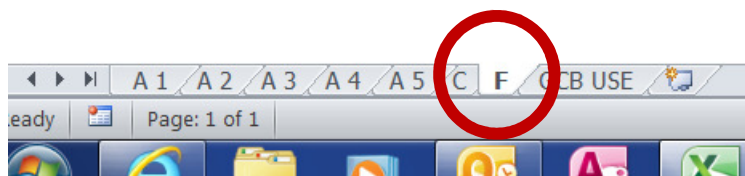
A disallowed expenditure that was reported as a lawful purpose expenditure in a previous month is entered as a negative amount on the Schedule C in the month the reimbursement was made.

Schedule F, Lawful Gambling Fund Reconciliation

Schedule F is used to determine if your bank balance reconciles with your profit carryover at month end.

The G1 and when applicable, Worksheet E and Schedules NRL and ER, must be completed prior to beginning the Schedule F, Lawful Gambling Fund Reconciliation. Refer to the Minnesota Department of Revenue's Lawful Gambling Tax booklet for more information.

At the bottom of your screen, you'll see tabs for each of the schedules to be completed. Click on tab "F".



Schedule F, Lawful Gambling Fund Reconciliation - continued

Complete each applicable green-shaded cell on the Schedule F. Green-shaded cells that are left blank will automatically calculate as "\$0".

Line 5 – Line 5 should equal the end-of-month balance in your check register. If not, double-check the amounts on lines 1, 2, and 4 and the accuracy of your check register balance.

Line 12 – This line is used to account for unique circumstances affecting the account balance. Contact your Compliance Specialist to ensure accuracy of any amounts reported on this line.

In the space below line 34, explain the "other additions" included on line 12.

Line 19 – Include linked bingo prize contributions that have not been paid at the end of the month. Also include cash prizes for a calendar raffle that have already been reported on form G1, but have not yet been awarded at month end. This line is also used to account for unique circumstances affecting the account balance. Contact your Compliance Specialist to ensure accuracy of any amounts reported on this line. In the space below line 34, explain the "other subtractions" included on line 19.

Line 23 – This amount is taken from the G1, line 21.

Line 28 – Include any adjustment approved by the Gambling Control Board or the Department of Revenue during the month for which you are reporting. Keep the approval letter or other documentation with your records. Adjustments may be a negative amount.

Line 29a – Profit carryover before rounding adjustment. This is your profit carryover as determined by the amounts reported on your G1, Lawful Gambling Monthly Tax Return, form that is filed with the Minnesota Department of Revenue. The G1 requires that amounts be rounded to the nearest whole dollar. Because your actual income and expenses were likely not received or made with only whole dollars, your profit carryover will be off by the amount that was rounded.

Line 29b – Automatic rounding adjustment for variances of less than \$2. To account for variances caused by rounding, an automatic adjustment is given for any variance of less than \$2. If the variance between the reconciled gambling fund balance, line 21, and the profit carryover before rounding adjustment, line 29a, is \$2 or more, a rounding adjustment is not made automatically.

Line 29 – Adjusted profit carryover for this month. This is your month-end profit carryover figure and is the amount that must be included on line 27 of the following month's Schedule F.

Line 30 – The amounts on lines 21 and 29 should be the same, and line 30 should be \$0. If line 30 is more than a few dollars off, but does equal the amount on line 30 for the previous month, it's likely that the reporting errors were made in a prior month.

Schedule F, Lawful Gambling Fund Reconciliation - continued

Profit carryover variance

If the variance differs from the previous month's variance (if any), check your reports for errors. Common errors include:

- numbers incorrectly transferred from other forms;
- games played but not reported on Schedule B2;
- fund losses not reported or reported incorrectly;
- expenses reported twice, such as reporting a newspaper ad both as an Advertising Expense on Schedule A, line 22d, and a Miscellaneous Expense on Schedule A, line 22k;
- raffle, paper bingo, interest, or other gambling income not reported on Schedule A;
- bank charges or other electronic expenditures not reported on Schedule A;
- credits or deposits for returned items not subtracted from expenses on Schedule A;
- deposits in transit and outstanding checks not accounted for on Schedule F; and
- incorrect reporting of merchandise prizes.

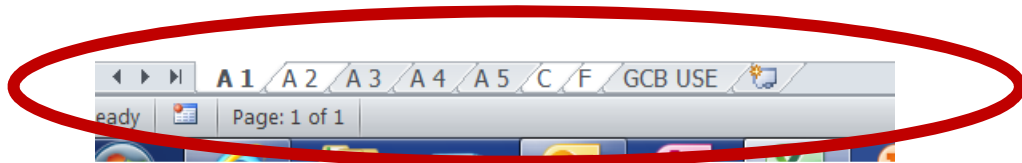
Make every effort to find errors before submitting your reports to the Gambling Control Board or the Department of Revenue. The longer errors remain unresolved, the more difficult it becomes to find and correct them.

Lines 31 through 33 – These amounts are taken from the G1, lines 12, 14, and 15.

Schedule F is now finished. Click on "File", then "Save".

Printing the Forms

1. Click on the "**A1**" tab.
2. Hold down the "Ctrl" key and click the tabs of the other forms you want to print.
3. Each of the forms you want printed should be highlighted.



4. Click on "File" tab and select "Print".
5. Under "Settings" select "Print Active Sheets".
6. Click on the "Print" icon.
7. If sheets don't print out correctly, see the "troubleshooting" section of the instructions.

Email Electronic File to Gambling Control Board

1. Open your email program (for example, Yahoo Mail, Gmail, Windows Live, Microsoft Outlook, etc.).
2. Attach the electronic file to your email. This process differs depending upon which email program you use.
3. In the subject line, enter the license #, month, and year of report in the same format as the file name (see page 2, item #4).
4. Send the email to: gcbreports@gcb.state.mn.us
5. You will receive an automated reply confirming that we received your reports.

Amending Schedules A, C, or F

If you need to make any changes to the GCBreports file you originally emailed to the Gambling Control Board, you may email an amended version.

1. Open the "Schedules A, C, and F" file you saved on your computer for the month you'd like to amend.
2. Click on the "File" tab and select "Save As".
3. Rename the file by simply adding "-amended" to the end of the file name.
4. Make any necessary changes.
5. Email the entire file to the Gambling Control Board using the same procedure as when filing an original return except that the "Subject" line should reflect the new file name.

TROUBLESHOOTING

AUTO-COMPLETE IN GREEN CELLS

Problem: If I type one or two letters in a cell, words from other cells are automatically entered.

Fix: Disable "AutoComplete" function.

Instructions:

1. Click on "File" tab.
2. Click on "Options" (located in left column below "Help").
3. Click on "Advanced".
4. Under "Editing Options", uncheck box next to "Enable AutoComplete for cell values".
5. Click on "OK" at the bottom left of that screen.

X's IN CELLS

Problem: If I type in large numbers, they show as x's on my screen.

Fix: Expand view so that numbers fit into cells.

Instructions:

1. Click on "View" tab.
2. Click on "100%" icon located just below the "View" tab.

CURSOR MOVES DOWN

Problem: After I enter something in a cell and hit "enter" on my keyboard, the cursor moves to the next cell down instead of to the next cell to the right.

Fix: Change default setting.

Instructions:

1. Click on "File" tab.
2. Click on "Options" (located in left column below "Help").
3. Click on "Advanced".
4. Under "Editing Options", check the box next to "After pressing Enter, move selection".
5. Below that, next to "Direction:", select "Right" from the drop-down menu.
6. Click on "OK" at the bottom left of that screen.

TROUBLESHOOTING - continued**CAN'T READ FORMS ON SCREEN**

Problem: It's difficult to see and read the forms on my computer screen.

Fix: Adjust view settings.

Instructions:

1. Click on "View" tab at top of screen.
2. In the "Workbook Views" section, select "Page Layout".
3. In the "Show" section, uncheck the boxes next to "Ruler", "Gridlines", "Formula Bar", and "Headings".
4. In the "Zoom" section, select "100%".

FORMS PRINT ON MULTIPLE PAGES

Problem: The forms print out on multiple pages.

Fix: Adjust the margin settings.

Instructions:

1. Under the "Page Layout" tab, select "Margins" from the menu. (See Schedule A section for screen display.)
 2. Then select "Custom Margins".
 3. Reset the margins to these sizes, if necessary, and click OK.
 - top, bottom, left, and right margins should be set at .25".
 - header and footer should be set at .3".
- The page should now view correctly.

"GCB USE" PAGE PRINTS

Problem: The "GCB Use" worksheet prints on several pages when I print out the forms.

Fix: Don't print the "GCB Use" page. This worksheet is not meant to be printed.

Instructions:

Refer to the "Printing the Forms" section of these instructions.

DIDN'T RECEIVE CONFIRMATION EMAIL

Problem: I emailed my GCBreports file, but didn't receive a confirmation email.

There are several reasons this may happen. Below are three causes that have come to our attention along with instructions on how to fix each problem.

1) Email address was entered incorrectly.

Fix: Go to your email program's "Sent Items" folder. Double-check the accuracy of the email address entered. The address should be gcbreports@gcb.state.mn.us. If an error was made, send another email to the correct address.

TROUBLESHOOTING - continued**2) Your email program put the confirmation into your Spam/Junk folder.**

Fix: Open your email program's "Spam" or "Junk Email" folder. Then look through the list of emails received to determine whether you received an email from "Minnesota GCB".

If the confirmation email did go into your Spam/Junk folder, add the following email address to your email "address book" or "contacts":
minngcb+canned.response@gmail.com

Future confirmations should then automatically go to your regular "Inbox".

3) Your email program simply won't accept a confirmation email from the address minngcb+canned.response@gmail.com.

Fix: This problem occurs more often for those using a company or governmental entity's email account. Those accounts may be set up to not accept any automated responses as a safeguard against someone purposely trying to overwhelm and shut down their entire email system. If so, it is recommended that you establish a new email account with a popular email provider such as Google or Yahoo. Then resend your GCBreports file to gcbreports@gcb.state.mn.us. If you still don't get a confirmation, check items #1 and #2 above.

OPEN OFFICE COMPATIBILITY – SCHEDULE C

Problem: Dates entered change to numbers.

Fix: If using the OpenOffice spreadsheet program, the month, date, and year must be separated by a forward-slash ("/"). For example, July 4, 2014, should be entered as 07/04/2014. If you enter the date as "7-4-14", the OpenOffice spreadsheet will treat the data as a mathematics problem of seven minus four minus twelve.

NOTE: If you are experiencing a problem not listed above, contact the Compliance Specialist assigned to your county. Contact information is available on the Gambling Control Board's website.

[www. www.mn.gov/gcb](http://www.mn.gov/gcb)